



Council Newsletter

CITY MANAGER'S NOTES September 8, 2023

Upcoming Council Meetings

September 11, 2023

The City Council Special Meeting will begin at 6:00pm in Council Chambers. This meeting will be held as a hybrid meeting.

September 18, 2023

The City Council Regular Meeting will begin at 6:00pm in Council Chambers. This meeting will be held as a hybrid meeting.

Informational Items

The following attachments are in response to City Council requests, as well as other informational items.

1. Calendar of Events
2. Tentative Regular and Study Session Topics

September

Mon, September 11	2:00 p.m.	Malley Center Trust Fund, 3800 South Lincoln Street
	4:00 p.m.	Englewood Environmental Foundation, Virtual
	6:00 p.m.	City Council Special Meeting
Tues, September 12	5:00 p.m.	Water & Sewer Board, Red Rocks Conf-Room/Hybrid
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
	7:00 p.m.	Library Board, Anderson Room
Wed. September 13	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. September 14	5:30 p.m.	Parks and Recreation Commission, 3800 South Lincoln Street
	6:00 p.m.	Transportation Advisory Committee, Mesa Verde/Hybrid
Mon, September 18	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. September 19	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. September 20	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission, Virtual
Mon, September 25	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues. September 26	5:15 p.m.	Budget Advisory Committee
Wed. September 27	8:30 a.m.	Mayor Manager Meeting, Virtual

October

Mon, October 2	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. October 3	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. October 4	8:30 a.m.	Mayor Manager Meeting, Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority
Mon, October 9	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues, October 10	5:00 p.m.	Water & Sewer Board, Virtual

	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
	7:00 p.m.	Library Board, TBD
Wed. October 11	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. October 12	5:30 p.m.	Parks and Recreation Commission, Englewood Rec Center
Mon, October 16	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. October 17	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. October 18	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission/Virtual
Mon, October 23	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues. October 24	5:15 p.m.	Budget Advisory Committee
Wed. October 25	8:30 a.m.	Mayor Manager Meeting, Virtual

November

Wed. November 1	8:30 a.m.	Mayor Manager Meeting, Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority
Mon. November 6	2:00 p.m.	Malley Center Trust Fund, Malley Recreation Center
	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. November 7	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. November 8	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. November 9	5:30 p.m.	Parks and Recreation Commission, Broken Tee Golf Course
	6:00 p.m.	Transportation Advisory Committee
Mon, November 13	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues, November 14	5:00 p.m.	Water & Sewer Board, Virtual
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
	7:00 p.m.	Library Board, TBD
Wed. November 15	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission/Virtual
Tues. November 21	5:15 p.m.	Budget Advisory Committee *changed to 3 rd Tues. of month

Meeting Date	Report Title	Department/Group	Description	Item Type	Staff Responsible
11 Sep 2023	Bronco Funds- 2024 Youth Program Proposal	Parks, Recreation & Library	Englewood Parks and Recreation proposal for Broncos Funds use in the 2024 fiscal year.	Study Session Memo	Brad Anderson, Christina Underhill
11 Sep 2023	Resolution appointing City Hearing officers	City Attorney's Office	Resolution appointing City Hearing officers	Resolution	Tamara Niles
11 Sep 2023	2024 Budget Public Hearing	Finance	Proposed 2024 Budget Public Hearing	Public Hearing	Jackie Loh
11 Sep 2023	Workforce Development Month Proclamation	City Manager's Office	Workforce Development Month Proclamation	Proclamation	Tim Dodd
11 Sep 2023	2023 Quarter Two Strategic Plan Update	City Manager's Office	Overview of the 2023 Quarter Two Strategic Plan Updates	Motion	Tim Dodd
11 Sep 2023	Civic Center & Englewood Environmental Foundation (EEF) Security Services	Public Works	Approval of 2023-2024 security services renewal contract for Civic Center & Englewood Environmental Foundation (EEF)	Motion	John Peavler, Victor Rachael
11 Sep 2023	CB 40 MOU between the Englewood Police department and Arapahoe County Human Services, Child Protection Services	Police	This is an M.O.U., cooperative agreement, between the Englewood Police department and Arapahoe County Human Services, Child Protection Services. This M.O.U. is an agreement regarding the cooperative investigation of child abuse and neglect investigations.	Bill for an Ordinance – 2nd Reading	Vance Fender
11 Sep 2023	CB-44 Intergovernmental Agreement (IGA) for a Tri-Cities Homelessness Navigation Center	City Manager's Office	Approval of an IGA with the Cities of Littleton and Sheridan for the development of a Tri-Cities Homelessness Plan of Action	Bill for an Ordinance – 2nd Reading	Tim Dodd
11 Sep 2023	CB-39 Ordinance to Adopt 2023 National Electric Code	Community Development	Ordinance to adopt the 2023 National Electric Code	Bill for an Ordinance – 2nd Reading	Karen Montanez
11 Sep 2023	CB-45 Amending EMC regarding departments	City Manager's Office	CB #45 - Amending Code re City Clerk department	Bill for an Ordinance – 2nd Reading	Tim Dodd
11 Sep 2023	CB 04 - Approve an ordinance to repeal Englewood Municipal Code Title 12 Chapter 6 Cable TV Customer Standards (and instead, provide for them by franchise agreement)	City Attorney's Office	CB 04 - Englewood Municipal Code Title 12 Chapter 6, adopted in 2004, provides policies, definitions, customer service requirements, and complaint procedures for cable TV services within the City. Instead of contained within Municipal Code, these should be contained within the franchise agreements to respond to evolving city and customer needs.	Bill for an Ordinance – 2nd Reading	Tamara Niles
11 Sep 2023	CB-42 Ordinance Approving Comcast Cable TV Franchise agreement	City Attorney's Office	The City entered into a 2002 agreement with Comcast for a cable tv franchise, and in 2019, approved an extension of that agreement on a month-to-month basis. This ordinance approves a new, permanent franchise agreement.	Bill for an Ordinance – 2nd Reading	Tamara Niles
11 Sep 2023	CB-53 Council Bill designating City Manager's contracting authority in the event City Council lacks a quorum	City Attorney's Office	This ordinance provides a mechanism whereby City contracts that cannot be delayed can be approved by City staff with council member oversight, in the event the October 3 recall elections recall 3 council members.	Bill for an Ordinance – 1st Reading	Tamara Niles
11 Sep 2023	CB-50 Amending Englewood Municipal Code to reflect new state definition of serious bodily injury	City Attorney's Office	State law amended the definition of serious bodily injury, and the proposed ordinance amends various sections of municipal code to reflect this new definition.	Bill for an Ordinance – 1st Reading	Tamara Niles
11 Sep 2023	CB-41 IGA with Arapahoe County accepting the grant from ACOS for Bates Logan Phase 2	Parks, Recreation & Library	The Parks Department applied for a grant from Arapahoe County Open Space (ACOS) for replacement of the playground and site improvements at Bates Logan Park. Parks was awarded the full amount of \$600,000 on July 25, 2023. Council ordinance to accept an Intergovernmental Agreement (IGA) with Arapahoe County for the grant.	Bill for an Ordinance – 1st Reading	Adrian Torres, Brad Anderson, Christina Underhill
11 Sep 2023	CB-51 Intergovernmental Agreement between the City of Englewood and Arapahoe County Board of Commissioners	Community Development	Intergovernmental Agreement (IGA) between the City of Englewood and Arapahoe County for the Arapahoe Countywide Transit and Micromobility Study	Bill for an Ordinance – 1st Reading	John Voboril
11 Sep 2023	CB-52 First Reading for Case 2020-09, Unified Development Code	Community Development	First Reading for Case 2020-09, Unified Development Code	Bill for an Ordinance – 1st Reading	Bryan Isham
18 Sep 2023	Big Dry Creek Update	Utilities	Big Dry Creek Update	Study Session Memo	Pieter Van Ry
18 Sep 2023	Consideration of a Resolution Assuming Maintenance Responsibilities Along a Portion of Bellevue Avenue	City Manager's Office	Consideration of a Resolution Assuming Maintenance Responsibilities Along a Portion of Bellevue Avenue	Resolution	Shawn Lewis
18 Sep 2023	Library Card Sign Up Month Proclamation	Parks, Recreation & Library	Library Card Sign Up Month Proclamation	Proclamation	Bethany Lafferty, Christina Underhill
18 Sep 2023	National Hispanic Heritage Month Proclamation	City Manager's Office	National Hispanic Heritage Month Proclamation	Proclamation	Tim Dodd
18 Sep 2023	Constitution Week Proclamation	City Manager's Office	Constitution Week Proclamation	Proclamation	Tim Dodd
18 Sep 2023	Professional Services Agreement Renewal for Development Review Support	Utilities	Utilities staff is seeking City Council approval of a Professional Services Agreement (PSA) renewal with Johnson, Mirmiran & Thompson (JMT) for as-needed development review support for the Utilities Department, in the amount of \$150,000.	Motion	Pieter Van Ry, Sarah Stone
18 Sep 2023	On-Call Water Distribution System Support Services Contract Renewal	Utilities	Utilities staff is seeking City Council approval of an On-Call Contract for Services renewal with C&L Solutions for water distribution system support services in the amount not to exceed \$1,000,000.	Motion	Josh Roach, Pieter Van Ry
18 Sep 2023	Award of Contract to American Civil Constructors for Construction of South Englewood Flood Reduction Site B Project	Public Works	American Civil Constructors was the low bidder of three (3) bids for the Invitation to Bid 23-024. Their bid was \$18,255,337.66.	Motion	Rachel Grafman, Tim Hoos
18 Sep 2023	Lead Reduction Program – Potholing Contract	Utilities	Lead Reduction Program – Potholing Contract	Motion	Pieter Van Ry, Sarah Stone
18 Sep 2023	Selection of Facilitator for Affordable Housing Task Force meetings	City Manager's Office, Community Development	Selection of facilitator for Affordable Housing Task Force meetings	Motion	Tim Dodd
18 Sep 2023	Purchase of a new Bellevue Train		The Parks and Recreation Department has analyzed the replacement of the Bellevue train and request by motion, the purchase of a new train at a cost of \$492,550	Motion	Brad Anderson, Christina Underhill
18 Sep 2023	2024 Budget Ordinances First Reading	Finance	2024 Budget Ordinances First Reading (5 of 5)	Bill for an Ordinance – 1st Reading	Jackie Loh
18 Sep 2023	2024 Budget Ordinances First Reading	Finance	2024 Budget Ordinances First Reading (2 of 5)	Bill for an Ordinance – 1st Reading	Jackie Loh
18 Sep 2023	2024 Budget Ordinances First Reading	Finance	2024 Budget Ordinances First Reading (3 of 5)	Bill for an Ordinance – 1st Reading	Jackie Loh
18 Sep 2023	2024 Budget Ordinances First Reading	Finance	2024 Budget Ordinances First Reading (4 of 5)	Bill for an Ordinance – 1st Reading	Jackie Loh
18 Sep 2023	M.O.U. between Englewood Police and Douglas County Sheriff regarding use of an armored critical incident vehicle	Police	This is an ordinance authorizing an Intergovernmental Agreement between the City of Englewood and the Douglas County Sheriff's Office regarding the use of a UASI federal resource in "The Rook" armored critical incident rescue vehicle.	Bill for an Ordinance – 1st Reading	Vance Fender
18 Sep 2023	MOU with Englewood Downtown Development Authority to Authorize Acceptance of EDDA funds for City Community Improvement Projects	City Attorney's Office	EDDA desires to contribute funds for known and future anticipated City community improvement projects. In order to accept these funds, staff recommends a MOU with EDDA to ensure mutual understanding by the parties regarding the arrangement.	Bill for an Ordinance – 1st Reading	Tamara Niles
18 Sep 2023	Presentation on proposed Ordinance for Massage Business License	City Attorney's Office	Consider an ordinance to require massage businesses to have a license through the City of Englewood. The City previously licensed massage therapists, but now this license is issued by the state.	Bill for an Ordinance – 1st Reading	Tamara Niles
18 Sep 2023	2024 Budget Ordinances First Reading	Finance	2024 Budget Ordinances First Reading (1 of 5)	Bill for an Ordinance – 1st Reading	Jackie Loh
18 Sep 2023	CB-48 Amending Englewood Municipal Code to reflect new state name for art gallery permit, update state law references	City Attorney's Office	Colorado law changed the state art gallery permit to a retail establishment permit, and this ordinance corrects that reference along with updating references to 2018 state law.	Bill for an Ordinance – 1st Reading	Tamara Niles
18 Sep 2023	McBroom Ditch Crossing – License Agreement and Temporary Construction Easement	Utilities	McBroom Ditch Crossing – License Agreement and Temporary Construction Easement	Bill for an Ordinance – 1st Reading	Pieter Van Ry, Sarah Stone
18 Sep 2023	City Ditch Crossing Agreements with Littleton	Utilities	City Ditch Crossing Agreements with Littleton	Bill for an Ordinance – 1st Reading	Pieter Van Ry, Sarah Stone
18 Sep 2023	WIFIA Water Loan Agreement Amendment	Utilities	WIFIA Water Loan Agreement Amendment	Bill for an Ordinance – 1st Reading	Pieter Van Ry, Sarah Stone
18 Sep 2023	Ordinance banning live dog and cat sales at retail	City Attorney's Office	At citizen request, the City Attorney's Office engaged stakeholders and drafted legislation banning dog and cat sales at retail.	Bill for an Ordinance – 1st Reading	Tamara Niles
25 Sep 2023	August 2023 Monthly Financial Report	Finance	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Study Session Memo	Jackie Loh
25 Sep 2023	Budget Workshop to finalize 2024 Budget (Placeholder)	Finance	Budget Workshop to finalize 2024 Budget (Placeholder)	Study Session Memo	Jackie Loh
25 Sep 2023	EDDA Proposed 2024 Budget	Downtown Development Authority	EDDA Proposed 2024 Budget presentation	Study Session Memo	Hilarie Portell
25 Sep 2023	CIP Prioritization Process Recommendations	City Manager's Office, Finance	Staff and Stantec (contractor) will provide Council with an update of the review of the CIP prioritization process and recommendations for modifications	Study Session Memo	Jackie Loh, Tim Dodd
25 Sep 2023	Interviews for Affordable Housing Task Force - Round 2	City Manager's Office, Community Development	Interviews for Affordable Housing Task Force - Round 2	Study Session Memo	Nancy Fenton, Tim Dodd
25 Sep 2023	CB-52 Second Reading for Case 2020-09, Unified Development Code	Community Development	Second Reading for Case 2020-09, Unified Development Code	Bill for an Ordinance – 2nd Reading	Bryan Isham

25 Sep 2023	CB-50 Amending Englewood Municipal Code to reflect new state definition of serious bodily injury	City Attorney's Office	State law amended the definition of serious bodily injury, and the proposed ordinance amends various sections of municipal code to reflect this new definition.	Bill for an Ordinance – 2nd Reading	Tamara Niles
25 Sep 2023	CB-53 Ordinance designating City Manager's contracting authority in the event City Council lacks a quorum	City Attorney's Office	This ordinance provides a mechanism whereby City contracts that cannot be delayed can be approved by City staff with council member oversight, in the event the October 3 recall elections recall 3 council members.	Bill for an Ordinance – 2nd Reading	Tamara Niles
25 Sep 2023	CB-41 IGA with Arapahoe County accepting the grant from ACOS for Bates Logan Phase 2	Parks, Recreation & Library	The Parks Department applied for a grant from Arapahoe County Open Space (ACOS) for replacement of the playground and site improvements at Bates Logan Park. Parks was awarded the full amount of \$600,000 on July 25, 2023. Council ordinance to accept an Intergovernmental Agreement (IGA) with Arapahoe County for the grant.	Bill for an Ordinance – 2nd Reading	Adrian Torres, Brad Anderson, Christina Underhill
25 Sep 2023	CB-51 Intergovernmental Agreement between the City of Englewood and Arapahoe County Board of Commissioners	Community Development	Intergovernmental Agreement (IGA) between the City of Englewood and Arapahoe County for the Arapahoe Countywide Transit and Micromobility Study	Bill for an Ordinance – 2nd Reading	John Voboril
02 Oct 2023	Resolution for the 2024 City of Englewood Fee and Rate Schedule	Finance	To review changes to the 2024 City of Englewood Fee and Rate Schedule	Resolution	Jackie Loh
02 Oct 2023	Code Enforcement Month	City Manager's Office	Code Enforcement Month	Proclamation	Tim Dodd
02 Oct 2023	Indigenous Peoples Day Proclamation	City Manager's Office	Indigenous Peoples Day Proclamation	Proclamation	Tim Dodd
02 Oct 2023	Breast Cancer Awareness Month Proclamation	City Manager's Office	Breast Cancer Awareness Month Proclamation	Proclamation	Tim Dodd
02 Oct 2023	Letter of Agreement between City of Englewood (Group #47057) and Kaiser Foundation Health Plan of Colorado	Human Resources	Approve the Letter of Agreement between City of Englewood (Group #47057) and Kaiser Foundation Health Plan of Colorado	Motion	Shawn Weiske
02 Oct 2023	EDDA Proposed 2024 Budget Approval	Downtown Development Authority	EDDA Proposed 2024 Budget Approval by Motion	Motion	Hilarie Portell
02 Oct 2023	2024 Budget Ordinances Second Reading	Finance	2024 Budget Ordinances Second Reading	Bill for an Ordinance – 2nd Reading	Jackie Loh
16 Oct 2023	Budget Supplemental #5	Finance	Q3 2023 Budget Supplemental Request Resolution	Resolution	Jackie Loh
16 Oct 2023	Construction Manager / General Contractor Agreement for Utilities Office Improvements	Utilities	Construction Manager / General Contractor Agreement for Utilities Office Improvements	Motion	Pieter Van Ry, Sarah Stone
16 Oct 2023	Denver Water Interconnect Intergovernmental Agreement	Utilities	Denver Water Interconnect Intergovernmental Agreement	Bill for an Ordinance – 1st Reading	Pieter Van Ry
23 Oct 2023	September 2023 Monthly Financial Report	Finance	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Study Session Memo	Jackie Loh
06 Nov 2023	Recognition of Craig Hospital for being selected as a 2023 Forbes Small Employer of the Year	City Manager's Office	Recognition of Craig Hospital for being selected as a 2023 Forbes Small Employer of the Year	Recognition	Tim Dodd
06 Nov 2023	Small Business Week Proclamation	City Manager's Office	Small Business Week Proclamation	Proclamation	Tim Dodd
06 Nov 2023	Diabetes Month Proclamation	City Manager's Office	Diabetes Month Proclamation	Proclamation	Tim Dodd
13 Nov 2023	Review and discussion of proposed City Attorney Ethics Manual	City Attorney's Office	The City Attorney's Office drafted an ethics manual, to ensure compliance with attorney ethics rules and applicable law. The City Attorney will review proposed provisions with City Council and requests feedback.	Study Session Memo	Tamara Niles
20 Nov 2023	2023 Budget Supplemental #4	Finance, Human Resources	Allocation of the 2023 Classification and Compensation Study Results from the General Fund Contingency to the General Fund Departments	Resolution	Jackie Loh
27 Nov 2023	October 2023 Monthly Financial Report	Finance	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Study Session Memo	Jackie Loh
04 Dec 2023	Student Art Calendar Artist Recognition		City Council will honor the top 13 students whose artwork will be featured in the 2024 student art calendar.	Recognition	Madeline Hinkfuss
04 Dec 2023	Bill of Rights Day Proclamation	City Manager's Office	Bill of Rights Day Proclamation	Proclamation	Tim Dodd
18 Dec 2023	Motion to approve amendments to Council policies	City Attorney's Office	City Council annually refers and considers updates to its City Council policies. This agenda item will approve updates.	Motion	Tamara Niles